

JOB DESCRIPTION

POST TITLE:	Executive Assistant
GRADE:	Harmonised Salary Scale (Spine Points 19-26)
WORK ARRANGEMENTS:	37 hours per week/52 weeks per year
DEPARTMENT:	Executive Support
RESPONSIBLE TO:	Executive Assistant to the Principal
RESPONSIBLE FOR:	<p>Confidential administrative support to named members of the senior management team, to maximise their working time and to support the college's vision to become and sustain outstanding.</p> <p>At all times carrying out the duties and responsibilities of the post in compliance with the College's Equal Opportunities and Health and Safety legislation.</p>

PURPOSE OF THE POST

1. Provide a comprehensive, efficient and high level Executive Assistant service to named members of the senior management team.
2. Provide an efficient, professional and welcoming service to external visitors and stakeholders, students, staff and colleagues.
3. Support colleagues in the Executive Support office.
4. Strive to provide consistently outstanding service.

DUTIES AND RESPONSIBILITIES

1. Deal with incoming and outgoing communications, prioritising and redirecting as necessary and draft responses on behalf of the senior team.
2. Provide full diary management for named members of the senior team, including scheduling of meetings and planning time to ensure the most effective use of their day.
3. Plan ahead to ensure information is available for meetings and work time is planned for senior managers to ensure deadlines are achieved.
4. Support with regular and ad hoc projects in relation to the senior managers' area(s) of responsibility, taking an active part in the work.
5. Undertake research and information gathering to support with preparation of reports and presentations. Produce first drafts of reports on behalf of the senior team.

6. Arrange and attend meetings, preparing agendas, obtaining and circulating reports and presentations and taking minutes, as required.
7. Produce and maintain an action list for named members of the senior management team and progress chase to ensure all actions are completed in line with deadlines.
8. Organise and plan events, including sourcing venues and arranging catering.
9. Maintain logical filing systems (both electronic and paper).
10. Filter telephone calls and respond to telephone enquiries on behalf of the senior management team.
11. Co-ordinate travel and accommodation arrangements, as required.
12. Prepare accurate travel and expense claims and credit card returns in line with deadlines.
13. Receive and extend hospitality to visitors on behalf of members of the senior management team.
14. Handle confidential information sensitively and with discretion.
15. Work with other members of the Executive Support office to continuously improve processes and ways of working.
16. Provide cover for other Executive Assistants (including the Executive Assistant to the Principal) during periods of annual leave, sickness and where high workload volumes have been identified.
17. Work in a flexible manner to respond to changes in demands to workload and in order to meet tight deadlines.
18. Undertake Continuous Professional Development relevant to the post and participate in appropriate staff development activities as required including the Professional Development Review.
19. Promote a positive image of the college and the work that is carried out across its various services.
20. Comply with all legislative and regulatory requirements and apply the college's own Safeguarding Policy and practices and attend training as requested.
21. Show a commitment to diversity, equal opportunities and anti-discriminatory practices. The post holder is expected to comply with and promote the college's Equal Opportunities Policy in all aspects of their duties and responsibilities.
22. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.
23. Take an active role in the health, safety and welfare of students and staff, attending training and carrying out health and safety related activities as appropriate to the role.
24. Take responsibility for one's own professional development and continually update as necessary, participating in appropriate staff development activities as required including the Professional Development Review.

Person Specification

Post:	Executive Assistant	Department:	Executive Support
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Key Requirements:	Essential/ Desirable	Assessed
Qualifications:		
Level 3 qualification or extensive, relevant work experience	E	A
GCSE A-C in English and maths (or equivalent)	E	A
Shorthand/speedwriting	D	A
Experience:		
At least two years' experience supporting as an Executive Assistant/PA at a senior level	E	A/I
Experience of servicing meetings, including accurate minute taking	E	A/T
Experience of working effectively as a member of a team and supporting colleagues to meet workload demands and deadlines	E	A/I
Experience in dealing with confidential issues and paperwork	E	A/I
Skills/Knowledge:		
Advanced level IT skills, specifically in Microsoft Word, Excel and PowerPoint	E	A/T
Excellent and effective communication skills, both written and verbal	E	A/I/T
Excellent administration and organisational skills	E	A/I
Ability to work well under pressure, prioritise and meet deadlines	E	I
Excellent customer service skills	E	I
High level of accuracy and attention to detail	E	A/T
Ability to maintain high levels of confidentiality and handle confidential and sensitive information appropriately and professionally	E	I
Qualities:		
Enthusiastic, organised and able to use own initiative	E	I
Remain calm under pressure	E	I
Uphold and behave in accordance with the college's core values treating others with respect at all times	E	I
Act with discretion and integrity at all times	E	I
Professional and flexible approach to work	E	I
Other Requirements:		
An understanding of Safeguarding of Children & Vulnerable Adults within the workplace	E	A/I
Full commitment to Equal Opportunities and anti-discriminatory working practices	E	A/I

E = Essential D = Desirable A = Application I = Interview T = Test

Produced by:	KM	Date Produced:	Oct 2019
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